

ADMINISTRATIVE ASSISTANT

Posting # 16-20

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: 03/22/16
Department: District Court

Closing Date: 04/04/2016
Monthly Salary: \$ 3,609 - \$ 4,622

Job Summary

This is a senior level position. Assisting the District Court Administrator in detailed and complex planning, implementing and managing the daily operations of the District Court Office requiring advanced technical expertise in the area of assignment. Provides lead direction and supervision of the District Court office staff. The duties differ from those of the Clerk III in that this individual is knowledgeable of and performs all operations, activities and some administrative activities associated with the case processing, in addition to the managerial responsibility. The position requires sufficient supervisory skills and technical expertise to provide advice and assistance to subordinates and to the Administrator.

Examples of Duties (Any one position may not include all the duties listed, nor do the listed examples include all tasks which may be performed.)

District Court practices, principles, and procedures. Modern principles of supervision. Work related codes, laws and legal terminology. Operation of the District Court and all aspects of case processing activity. Accounting principles and procedures. Ability to Analyze and evaluate accounting problems and to discern those requiring policy determinations by Supervisor. Plan, assign, supervise and evaluate the work of subordinates. Work effectively in a high-pressure environment. Make decisions in accordance with laws, regulations and court policies and procedures. Express ideas concisely, orally and in writing, and to establish effective working relationships with co-workers, public officials and the general public. Operation of all equipment used in the department.

Minimum Requirements

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

College level course work in Business Administration or Court Administration and at least five years of progressively responsible experience in a court setting. Valid WA State driver's license and vehicle insurance or request and approve reasonable accommodations.

Application & Selection Process

Applicants are required to submit a Mason County Application to the Human Resources Department. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources
Mailing Address - 411 North 5th Street, Shelton, WA 98584
Physical Address - 423 North 5th Street, Shelton, WA 98584
humanresources@co.mason.wa.us Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, physically delivered to 423 North Fifth Street, Shelton, WA 98584, e-mailed to humanresources@co.mason.wa.us or faxed to (360) 427-8439. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Union Affiliation – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to an at-will position does not create or constitute an employment contract or agreement.

Affirmative Action/Equal Employment Opportunity – Mason County is an Equal Opportunity Employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee's Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.